

Online Management of Education Grant Awards

November 2007



OMEGA

Virginia Department of Education's, Web-based, Electronic Grants Administration System

*For LEAs, Paper forms are replaced with
electronic forms that do All the calculations
for you - including edits that prevent over
spending.*



OMEGA Users can:

- ✓ **Create or Approve Grant Reimbursements ***
- ✓ **Create or Approve Budget Changes ***
- ✓ **Review Available Balances**
- ✓ **Monitor request submissions**
- ✓ **Review Spend Down Calendar Reports**

*** User must have established permission for task**



OMEGA Usage so far:

NCLB:

Title I - Part A, Grants to LEAs; Title I - Part C, Education of Migrant Children;
Title I - Part D, Neglected and Delinquent; Title II - Part A, Teacher and Principal Training;
Title II - Part D, Enhancing Education Through Technology;
Title II - Part B, Mathematics and Science Partnership; Title III - Part A, English Language Acquisition;
Title IV - Part B, Twenty-First Century Community Learning Centers;
Title IV - Safe and Drug Free State and Local;
Title V - Innovative Education;
Title VI - Part B, Subpart 2, Rural Education.

IDEA:

Section 619 Preschool (CFDA 84.173); Section 611 Flow Through (CFDA 84.027).

Career and Technical Education (CFDA 84.048)

ESEA

Title I - Part B, Subpart 3, Even Start (CFDA 84.213); Title I - Part B, Subpart 1, Reading First (CFDA 84.357)

NCSA, Learn and Serve (CFDA 94.004).

Navigating to OMEGA

Single Sign-on for Web Systems (SSWS)

SSWS Login



Please Enter Your User Name and Password

User Name:

Password:

Login

[I Forgot My Password](#)

VIRGINIA DEPARTMENT OF EDUCATION

NOTICE AND WARNING

This system is the property of the Virginia Department of Education. Access to this system is limited to persons authorized by either the Virginia Department of Education or Virginia School Division Account Managers. Persons permitted access shall use this system only for those purposes for which they have been authorized and shall not share access to their accounts with others. All accesses and activities on this system may be monitored. Any evidence of unauthorized access, unauthorized use, misuse, or abuse of this system or the information contained in this system may be reported to the appropriate authorities for investigation and prosecution.


Information accessed via this system may be sensitive and/or confidential. Persons using this information are cautioned that federal, state, and local laws and policy may apply to the dissemination of this information to others.

Users Log In through DOE's Single Sign-On for Web Systems (SSWS)

See OMEGA
Manual pg 3-5



Commonwealth of Virginia | Governor

 Virginia Department of EDUCATION

[VDOE Home](#) >> [SSWS Login](#)

VDOE Home

Superintendent

Board of Education

DOE Offices

Press Room

Data & Reports

Contact Us

Site Index

Single Sign-on for Web Systems (SSWS)

SSWS Login

Please Enter Your User Name and Password

User Name:

Password:

[I Forgot My Password](#)

VIRGINIA DEPARTMENT OF EDUCATION

NOTICE AND WARNING

This system is the property of the Virginia Department of Education. Access to this system is limited to persons authorized by either the Virginia Department of Education or Virginia School Division Account Managers. Persons permitted access shall use this system only for those purposes for which they have been authorized and shall not share access to their accounts with others. All accesses and activities on this system may be monitored. Any evidence of unauthorized access, unauthorized use, misuse, or abuse of this system or the information contained in this system may be reported to the appropriate authorities for investigation and prosecution.

Information accessed via this system may be sensitive and/or confidential. Persons using this information are cautioned that federal, state, and local laws and policy may apply to the dissemination of this information to others.

[Start of Page](#) · [Start of Content](#)

The Home Page for Every User

See OMEGA Manual pg 7-8

SSWS VIRGINIA DEPARTMENT OF EDUCATION

OMEGA Online Management of Education Grant Awards (OMEGA) [3.30](#)


OMEGA SUPPORT
HELP
PRINT
LOGOUT

Current User: Karen Lux **Current Subrecipient: 000 - Dept. Of Education Staff**

[Select Subrecipient](#)

I want to... (Select One) [Go](#) [SSWS Home](#) [OMEGA Home](#) [Logout](#)

Announcements

 "I want to view my Spend Down Calendar Report" will not generate a report on 7/6/06, and most of 7/7/06. This is due to a hardware malfunction that is affecting DOE's financial system. We anticipate that the issue will be addressed by the afternoon of 7/7/06. Your patience is greatly appreciated.

You may have noticed the logon page has changed. This change does not impact OMEGA functionality.

When submitting an amended NCLB Application via "I want to submit an application amendment," please list the page number(s) of the amended page(s) in the Comments Box.

If someone with signature authority for the division superintendent approves applications in OMEGA, please ensure the procedures outlined in Supts. Memo No. 17 dated May 5, 2006, are completed. *Level 4* OMEGA privileges may be suspended if new *Authorization of Signatures* forms are not submitted to the department. New OMEGA permission forms are NOT required.

I want to ...

[View my to do list](#)

[Select a funding source](#)

[View my grant balances](#)

To Do List (14 items) [Expand/Collapse](#)

Division	Id	Request Date	Request Type	Description	Action
98	25064	06/27/2006	Reimbursement Request	\$118,050.07 for 2005 Award S010A050046, project 429010000: Title I - Local Education	Go



Overview of Two Request Types:

**Budget Transfer
Reimbursement**

Budget changes are created via selecting "Change my object code budget."

I want to ...

Create/Submit a reimbursement

View my to do list

Select a funding source

Change my object code budget

NOTE: OMEGA does not allow over-expenditure at the federal object code level.

See OMEGA Manual pg 24-30

Request for Budget Transfer

Selected Project Group, Project, Award Information

Project Group: IDEA - Part B Section 611 - Special Education

Project: 61190SS00, Local Capacity Building

Award: H027A040107 Award Year:2004

Budget Request (Within an award)

New Request

Object Code	Expenditure Accounts	Funds Available	Amt. of Change (Indicate + or -)	Revised Funds Available
0000	Unspecified	-1,184.15	0.00	-1,184.15
1000	Personal Services	5,779.09	0.00	5,779.09
2000	Employee Benefits	435.82	0.00	435.82
3000	Purchased/Contracted Services	0.00	0.00	0.00
4000	Internal Services	0.00	0.00	0.00
5000	Other Charges	0.00	0.00	0.00
6000	Materials and Supplies	0.00	0.00	0.00
8000	Capital Outlay	0.00	0.00	0.00
Total		5,030.76	0.00	5,030.76

Justification



Enter the change amounts in the Amt. Of Change Column (must total 0.00). & Enter the justification

Budget Request (Within an award)				
New Request				
Object Code	Expenditure Accounts	Funds Available	Amt. of Change (Indicate + or -)	Revised Funds Available
0000	Unspecified	-1,184.15	1,184.15	0.00
1000	Personal Services	5,779.09	-1,000.00	4,779.09
2000	Employee Benefits	435.82	-184.15	251.67
3000	Purchased/Contracted Services	0.00	0.00	0.00
4000	Internal Services	0.00	0.00	0.00
5000	Other Charges	0.00	0.00	0.00
6000	Materials and Supplies	0.00	0.00	0.00
8000	Capital Outlay	0.00	0.00	0.00
Total		5,030.76	0.00	5,030.76

Justification

To distribute change in allocation amount.



Scroll down
and select
the save
button.

4000	Internal Services	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
5000	Other Charges	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
6000	Materials and Supplies	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
8000	Capital Outlay	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Total		<input type="text" value="5,030.76"/>	<input type="text" value="0.00"/>	<input type="text" value="5,030.76"/>

Justification

To distribute change in allocation amount.

Back

Save

Reset



Review the save request for errors.

The Request ID number is the Unique tracking number for the request.

Budget Request Successfully saved

Request for Budget Transfer

Selected Project Group, Project, Award Information

Project Group: IDEA - Part B Section 611 - Special Education

Project: 61190SS00, Local Capacity Building

Award: H027A040107 Award Year:2004

Budget Request (Within an award)

Request Id is 15549

Object Code	Expenditure Accounts	Funds Available	Amt. of Change (Indicate + or -)	Revised Funds Available
0000	Unspecified	-1,184.15	1,184.15	0.00
1000	Personal Services	5,779.09	-1,000.00	4,779.09
2000	Employee Benefits	435.82	-184.15	251.67
3000	Purchased/Contracted Services	0.00	0.00	0.00
4000	Internal Services	0.00	0.00	0.00
5000	Other Charges	0.00	0.00	0.00



If you have changes, they can be made on this screen.

If you have no changes, select Go to Submit.

4000	Internal Services	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
5000	Other Charges	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
6000	Materials and Supplies	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
8000	Capital Outlay	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Total		<input type="text" value="5,030.76"/>	<input type="text" value="0.00"/>	<input type="text" value="5,030.76"/>

Justification

To distribute change in allocation amount.

Back

Save

Reset

Go to Submit



OMEGA then builds the last view of the request. If it is ready to move to the next reviewer, select Submit Request.

Total number of line items in the Budget Transfer Request is 8

Object Code Expenditure Accounts	Funds Available(\$)	Change in Funds(\$)	Revised Budget(\$)
0000 Unspecified	-1,184.15	1,184.15	0.00
1000 Personal Services	5,779.09	-1,000.00	4,779.09
2000 Employee Benefits	435.82	-184.15	251.67
3000 Purchased/Contracted Services	0.00	0.00	0.00
4000 Internal Services	0.00	0.00	0.00
5000 Other Charges	0.00	0.00	0.00
6000 Materials and Supplies	0.00	0.00	0.00
8000 Capital Outlay	0.00	0.00	0.00
Total Funds	5,030.76	0.00	5,030.76

Justification: To distribute change in allocation amount.

Approval Status ↓

Details

Status Tracking Number	Status	Status Date	Assigned By	Level	Comments
40112	Created	10/12/2006	a originator	0	

Comments:

[Back](#) [Edit Request](#) [Submit Request](#) [Cancel Request](#)

Microsoft Internet Explorer



Are you sure you want to SUBMIT this request? (OK = Yes Cancel = No)

OK

Cancel


Note: OMEGA gives you a chance to change your mind.



Once the users task is completed, OMEGA brings the user back to the OMEGA Home Page.

SSWS

VIRGINIA DEPARTMENT OF EDUCATION



Online Management of Education Grant Awards (OMEGA) [3.32](#)

■ OMEGA SUPPORT


■ HELP

■ PRINT

■ LOGOUT


Current User: a originator

Current Subrecipient: 218 - VSDB-STAUTON

I want to... (Select One) 

[SSWS Home](#) [OMEGA Home](#) [Logout](#)

Announcements

 There are no announcements at this time.

I want to ...

[Create/Submit a reimbursement](#)

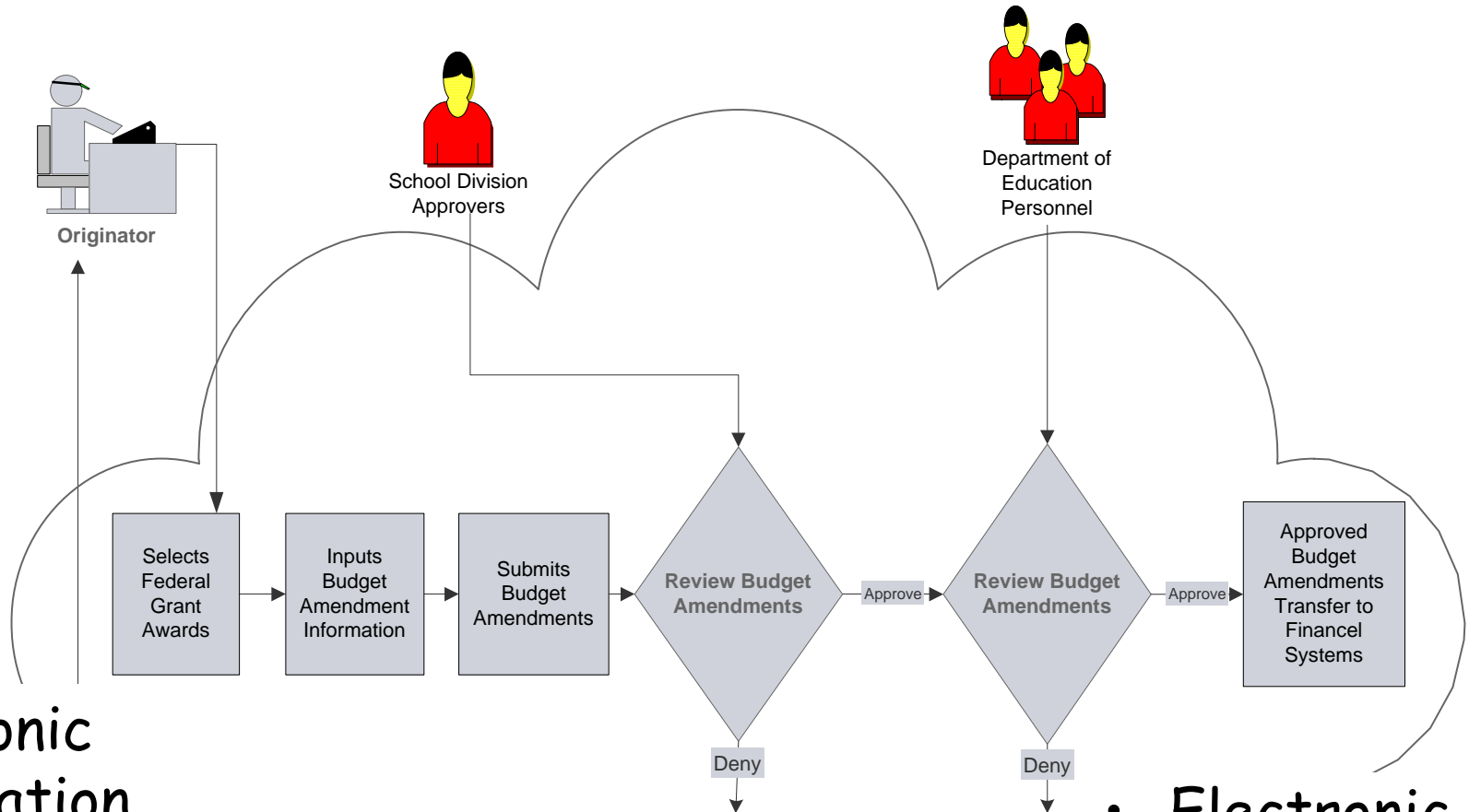
[View my to do list](#)

To Do List (17 items)

Id	Request Date	Request Type	Description	Action
----	--------------	--------------	-------------	--------

OMEGA Budget Amendment Process

-Designed for Online
Decision Making



Electronic
information
replaces
paper based
information

OMEGA


• Electronic
signatures
indicate
approval



Reimbursement requests are created via selecting "Create/Submit a reimbursement."

SSWS

VIRGINIA DEPARTMENT OF EDUCATION


 Online Management of Education Grant Awards (OMEGA) [3.32](#)

[OMEGA SUPPORT](#)
[HELP](#)
[PRINT](#)
[LOGOUT](#)

Current User: ro 219four


Current Subrecipient: 219 - VSDB-HAMPTON

Create/Submit a reimbursement



[SSWS Home](#) [OMEGA Home](#) [Logout](#)

Announcements

 There are no announcements at this time.

I want to ...

[Create/Submit a reimbursement](#)
[View my to do list](#)

To Do List (0 items)

Id	Request Date	Request Type	Description	Action
There are no requests to approve				

See
OMEGA
Manual
pg 11-19



Reimbursement Step 1: Select Award

Select Award							
NCLB - Title I Part A - Improving Basic Programs							
Award Code	Award Year	Project Code	Description	Start Date	End Date	Funds Available	Action
S010A030046	2003	429010000	Title I - Local Education Agency	07/01/2003	09/30/2005	11,796.65	
S010A040046	2004	429010000	Title I - Local Education Agency	07/01/2004	09/30/2006	17,582.35	
S010A050046	2005	429010000	Title I - Local Education Agency	07/01/2005	09/30/2007	48,911.55	
IDEA - Part B Section 611 - Special Education							
Award Code	Award Year	Project Code	Description	Start Date	End Date	Funds Available	Action
H027A030107	2003	611070000	VSDB Summer Schools	07/01/2003	09/30/2005	0.00	
H027A040107	2004	611070000	VSDB Summer Schools	07/01/2004	09/30/2006	0.00	
H027A050107	2005	611070000	VSDB Summer Schools	07/01/2005	09/30/2007	0.00	
H027A040107	2004	61190SS00	Local Capacity Building	07/01/2004	09/30/2006	14,984.00	
H027A030107	2003	61190SS00	Local Capacity Building	07/01/2003	09/30/2005	3,309.00	

See OMEGA Manual pg 20- regarding active/default award



Reimbursement Step 2: Enter the Start and End Date of the Request

Reimbursement Request

Step 1: Enter date range for reimbursement Request

Expenditure Start Date (mm/dd/yyyy)

* 09/01/2006

Expenditure End Date (mm/dd/yyyy)

* 09/15/2006

Step 2: Enter reimbursement request line item data.
Data can be entered into OMEGA by loading a flat file with multiple lines or by manually keying data one line at a time.

To load a flat file with multiple lines of data click "Browse" and navigate to and select the file you wish to upload. After selecting the file, click "Upload". Please note that upload times will vary depending on your connection and the size of the file. Click "Help" to see the flat file layout.

Browse...

Upload

Help

To manually key data one line at a time, click "New Entry".

New Entry

Back

Save

Reset

See
OMEGA
Manual pg
58-62 for
information
about the
uploading
option.



Reimbursement Step 3: Input details of expenditures via data entry or file upload.

Step 2: Enter reimbursement request line item data.

Data can be entered into OMEGA by loading a flat file with multiple lines or by manually keying data one line at a time.

To load a flat file with multiple lines of data click "Browse" and navigate to and select the file you wish to upload. After selecting the file, click "Upload". Please note that upload times will vary depending on your connection and the size of the file. Click "Help" to see the flat file layout.

 Browse... [Help](#)

To manually key data one line at a time, click "New Entry".



Data Entry

See OMEGA Manual
pg 56-57 for
Object Code
definitions

Request Id is 15550

Expenditure Start Date (mm/dd/yyyy)	09/01/2006
Expenditure End Date (mm/dd/yyyy)	09/15/2006

Total number of line items in the Reimbursement Request is 0

Line Entry No.	Object Code	Sector	Program Area	Vendor	Expenditure Description	Action
	Check/Voucher Number	Encumbrance Date (mm/dd/yyyy)	Payment Date (mm/dd/yyyy)	Item Quantity	Amount	
Total					0.00	

Edit Expenditure Line Item

[Summary](#) [Details](#)

Object Code * 6000 Materials and Supplies

Sector * Public

Program Area * Unspecified

Vendor * SOME VENDOR

Description * (100 char Max) PAPER AND SUPPLIES FOR DOCUMENTS

Check Voucher Number * 45

Encumbrance Date (mm/dd/yyyy)

Payment

Date (mm/dd/yyyy) * 09/15/2006

Amount * 25

[Back](#) [Save](#) [Reset](#) [Add](#) [Go To Submit](#)

The Request
is
Automatically
Summarized

- Reimbursement Line Item Successfully saved

Request for Reimbursement

[Summary](#) [Details](#) [Edit Line](#)

i Selected Project Group, Project, Award Information

Project Group: IDEA - Part B Section 611 - Special Education

Project: 61190SS00, Local Capacity Building

Award: H027A040107 Award Year: 2004

[Change Funding Source](#)




Reimbursement Request Summary ↓

[Details](#) [Edit Line](#)

Reimbursement Request Summary					
Object Code	No. of Lines	Funds Available Prior to this Request	Funds Requested	Funds Available After this Request	Funds Available After all requests have been taken into consideration
0000	0	0.00	0.00	0.00	0.00
1000	0	0.00	0.00	0.00	0.00
2000	0	0.00	0.00	0.00	0.00
3000	0	0.00	0.00	0.00	0.00
4000	0	0.00	0.00	0.00	0.00
5000	0	12,984.00	0.00	12,984.00	12,984.00
6000	1	2,000.00	25.00	1,975.00	1,975.00
8000	0	0.00	0.00	0.00	0.00
Total Funds	1	14,984.00	25.00	14,959.00	14,959.00



The Reimbursement Request can also be viewed at a detail level

Reimbursement Request Details ↓						
Summary Details						
Request Id is 15550						
Expenditure Start Date (mm/dd/yyyy)				09/01/2006		
Expenditure End Date (mm/dd/yyyy)				09/15/2006		
Total number of line items in the Reimbursement Request is 1						
Line Entry No.	Object Code	Sector	Program Area	Vendor	Expenditure Description	Action
	Check/Voucher Number	Encumbrance Date (mm/dd/yyyy)	Payment Date (mm/dd/yyyy)	Item Quantity	Amount	
21189	6000 Materials and Supplies	Public	Unspecified	SOME VENDOR	PAPER AND SUPPLIES FOR DOCUMENTS	  
	45		09/15/2006		25.00	
Total					25.00	



After entries are completed: Go To Submit

• Reimbursement Line Item Successfully saved

Object Code * 6000 Materials and Supplies

Sector * Public

Program Area * Unspecified

Vendor * SOME VENDOR

Description * PAPER AND SUPPLIES FOR DOCUMENTS
(100 char Max)

Check Voucher Number * 45

Encumbrance Date (mm/dd/yyyy)

Payment

Date (mm/dd/yyyy) * 09/15/2006

Amount * 25.00

Back Save Reset Add Go To Submit



Reimburse- ment Step 4: Submit for Approval

8000	0	0.00	0.00	0.00	0.00
Total Funds	1	14,984.00	25.00	14,959.00	14,959.00

Reimbursement Request Details ↓

Summary Approval Queue

Total number of line items in the Reimbursement Request is 1

Line Entry No.	Object Code	Sector	Program Area	Vendor	Expenditure Description
	Check/Voucher Number	Encumbrance Date (mm/dd/yyyy)	Payment Date (mm/dd/yyyy)	Item Quantity	Amount
21189	6000 Materials and Supplies	Public	Unspecified	SOME VENDOR	PAPER AND SUPPLIES FOR DOCUMENTS
	45		09/15/2006		25.00
Total					25.00

Approval Status ↓

Summary Details

Status Tracking Number	Status	Status Date	Assigned By	Level	Comments
40115	Created	10/12/2006	ro 219four	0	

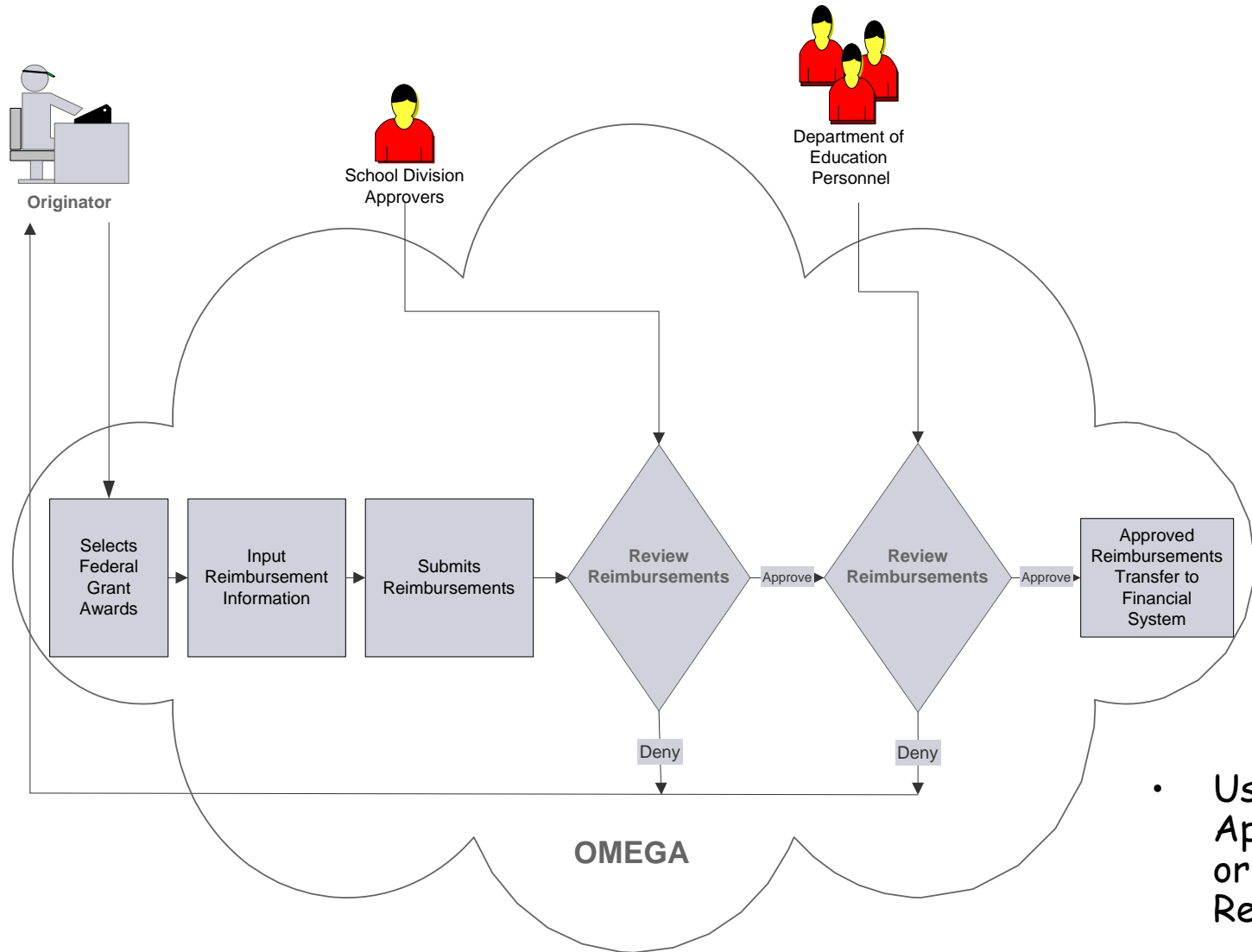
VSDB-HAMPTON hereby claims reimbursement of disbursement made during the period 09/01/2006 to 09/15/2006 under the provisions of the program or grant indicated above. This is to certify that the expenditures listed in the reimbursement have been paid in accordance with the federal/state policies and/or regulations of Virginia Board of Education. It further certifies that documentation has been retained in the office of the educational agency/organization and is available upon request to support the claim. It is understood that this claim is subject to federal and/or state audits.

Comments:

Back Edit Request Submit Request Cancel Request

OMEGA Reimbursement Process

-Designed for Online Decision Making









Monitoring Your Request:

- ✓ Check your To Do List - requests requiring your Level's Action
- ✓ Check your Coming Soon List - requests that will require your Level Approval
- ✓ Check your Pending List - for requests still in the OMEGA review process
- ✓ Go To "I want to view a my reimbursements/ budgets"



The To Do List

View my to do list			SSWS Home	OMEGA Home	Logout
To Do List (16 items)					
Id	Request Date	Request Type	Description	Action	
7062	09/20/2005	Reimbursement Request	\$100.00 for 2003 Award S010A030046, project 429010000: Title I - Local Education Agency		
7166	09/27/2005	Reimbursement Request	\$3.00 for 2004 Award S010A040046, project 429010000: Title I - Local Education Agency		
7227	10/04/2005	Reimbursement Request	\$0.00 for 2004 Award Q186A040048, project 605110000: Drug Free School Payments		

Originators and Approvers must monitor their To Do Lists



The Pending List

[View my pending list](#) [Go](#) [SSWS Home](#) [OMEGA Home](#) [Logout](#)

Pending List (2 items)


Id	Request Date	Request Type	Description	Action
7263	10/21/2005	Budget Transfer	Moving \$10.00 within 2004 Award H173A040112, project 625210000: Preschool Handicapped Allocations	Go
15550	10/12/2006	Reimbursement Request	\$25.00 for 2004 Award H027A040107, project 61190SS00: Local Capacity Building	Go

Originators and Approvers can monitor their Pending Lists

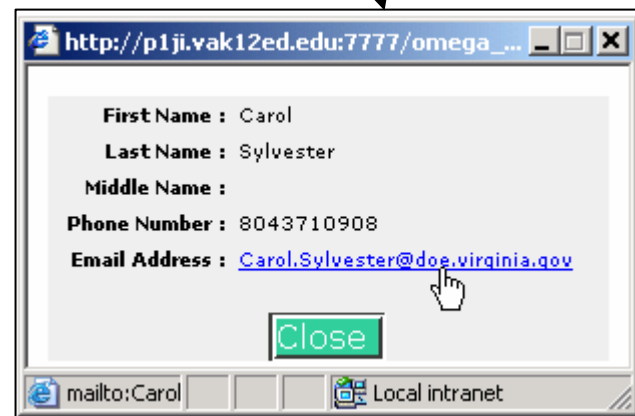
See OMEGA Manual pg 32



Reviewing the Approval Status Information

Approval Status 					
Summary Details					
Status Tracking Number	Status	Status Date	Assigned By	Level	Comments
303813	Created	10/04/2006	Maria Yench	0	
305453	Submitted	10/06/2006	Maria Yench	0	
307177	Approved	10/10/2006	Troy Hedblom	3	
307714	Approved	10/10/2006	Carol Sylvester	5	

- Approval Levels are listed (0-4 LEA, 5-9 SEA)
- Selecting the name of the User will pop up that User's information - including email address and phone number



http://p1ji.vak12ed.edu:7777/omega_...

First Name : Carol
Last Name : Sylvester
Middle Name :
Phone Number : 8043710908
Email Address : Carol.Sylvester@doe.virginia.gov

Close

mailto:Carol Local intranet



I have
Submitted
or Approved
a Request,
who else
has to
review it?

Each request
includes a link
(the blue circle
with the white I
in it) to an
Approval Queue
Pop-up Box

What's wrong
with this one?

Selected Project Group, Project, Award Information

https://eb02.vak12ed.edu/omega_p2/reqapprovalsummary.do?dowhat=loadsummary&re...

IDEA - Part B Section 611 - Special Education

Approval Queue for Reimbursement Request

	Approval Level	# Required	Available Users
LEA	Create Request		Tester, Test09 Tester, Test14 originator, a
	Level 1 Approval	1	Not set
	Level 2 Approval	0	Not set
	Level 3 Approval	1	approver, a
	Level 4 Approval	0	Not set
SEA	Level 5 Approval	1	Hubbard, Sherry Mathews, Gerald Schley, Richard
	Level 6 Approval	2	Borland, Linda Lux, Karen Millican, Glenn Rizzo, Brad Williams, Marie
	Level 7 Approval	0	Rizzo, Brad

Local intranet



To Ensure "Smooth Sailing"

- ✓ Make sure required Approvers have OMEGA permissions
- ✓ Adjust grant budgets prior to requesting reimbursements that exceed object code budgets
- ✓ Create a routine for reimbursing funds & make sure reimbursement requests match your division's accounting system records. (Reconcile)



With view/access to an award, the user has the ability to Select:

I want to view my reimbursements/budgets

I want to select a funding source

I want to view my grant balances

I want to view my Spend Down Calendar Report

I want to view my Spending Progress Report



Balance views:

I want to select a funding source to

- ✓ view available balances for the award

I want to view my grant balances

- ✓ view available balances by federal object code



I want to select a funding source

Title IV Part B - 21 Century Community Learning Center							
Award Code	Award Year	Project Code	Description	Start Date	End Date	Funds Available	Action
S287C030047	2003	605650000	Title IV Part B-21 Century Community Learning Ctr	10/01/2002	09/30/2005	0.00	Go
S287C050047	2005	605650000	Title IV Part B-21 Century Community Learning Ctr	07/01/2005	09/30/2007	111,934.37	Go
S287C040047	2004	605650000	Title IV Part B-21 Century Community Learning Ctr	07/01/2004	09/30/2006	17,349.74	Go

Hint: End Date is last day to Encumber Funds

OMEGA Funds Available: Equals your Original Allocation less: paid reimbursements, manually keyed paper reimbursements (not yet paid), and OMEGA approved reimbursements (not yet paid - in your Pending list). *The Spend Down Calendar gives you the details of how this balance is created.*



I want to view my grant balances

Selected Project Group, Project, Award Information		
Project Group: Title IV Part B - 21 Century Community Learning Center		
Project: 605650000, Title IV Part B-21 Century Community Learning Ctr		
Award: S287C050047 Award Year: 2005		
Funds Available		
Object Code	Funds Available	Funds Available after all requests have been taken into consideration
0000	0.00	0.00
1000	24,496.25	24,496.25
2000	1,896.16	1,896.16
3000	56,647.50	56,647.50
4000	0.00	0.00
5000	0.00	0.00
6000	28,894.46	28,894.46
8000	0.00	0.00
Total Funds	111,934.37	111,934.37



OMEGA Financial Reports:

I want to view my Spend Down Calendar Report

- ✓ view budget distributions
- ✓ view reimbursements paid or submitted to DOE
- ✓ view budget changes submitted to DOE

I want to view my Spending Progress Report

- ✓ view balances and percent expended by division



Spend Down Calendar Report

Spend Down Report

Selected Project Group, Project, Award Information

Project Group: Title IV Part B - 21 Century Community Learning Center

Project: 605650000, Title IV Part B-21 Century Community Learning Ctr

Award: S287C050047 Award Year:2005

Payee:

Date	Description	Status	Major Objects								Total
			0000	1000	2000	3000	4000	5000	6000	8000	
02/08/2007	Original Budget		0.00	126,441.00	10,667.00	23,530.34	0.00	8,100.00	17,276.66	0.00	186,015.00
03/23/2006	21CCLC05-1-MM		0.00	-10,537.83	-806.14	0.00	0.00	-304.04	-857.86	0.00	-12,505.87
04/05/2006	60565-S287C05-3		0.00	-12,201.99	-933.45	-5,683.00	0.00	-1,166.27	-532.13	0.00	-20,516.84
05/02/2006	Adjusting Entry	JV	0.00	-14,277.53	-1,092.23	-1,140.00	0.00	-99.13	-322.63	0.00	-16,931.52
05/23/2006	60565-S287C05-4		0.00	-13,366.89	-1,022.57	-1,836.00	0.00	-448.80	-496.42	0.00	-17,170.68
06/22/2006	60565-S287C05-5		0.00	-18,659.91	-1,427.48	0.00	0.00	-294.30	-405.18	0.00	-20,786.87
07/21/2006	60565-S287C05-6		0.00	0.00	0.00	0.00	0.00	-1,987.68	-48.90	0.00	-2,036.58
09/07/2006	60565-S287C05-7		0.00	0.00	0.00	0.00	0.00	0.00	-1,303.45	0.00	-1,303.45
10/20/2006	60565-S287C05-1		0.00	0.00	0.00	0.00	0.00	0.00	-4,226.98	0.00	-4,226.98
11/30/2006	095-0506CCL-11M		0.00	-9,643.77	-737.75	-11,284.00	0.00	-648.85	-552.27	0.00	-22,866.64
12/19/2006	60565-S287C05-1		0.00	-14,340.97	-1,097.08	0.00	0.00	-160.50	-177.62	0.00	-15,776.17
01/23/2007	095-0506 21CEN-		0.00	0.00	0.00	-587.34	0.00	0.00	0.00	0.00	-587.34
02/07/2007	Reimb 41902	Approved for Payment	0.00	-19,521.91	-1,493.43	0.00	0.00	-34.63	-72.00	0.00	-21,121.97
	Current Balance		0.00	13,890.20	2,056.87	3,000.00	0.00	2,955.80	8,281.22	0.00	30,184.09



Spending Progress Report

Spending Progress Report

Selected Project Group, Project, Award Information

Project Group: Title IV Part B - 21 Century Community Learning Center

Project: 605650000, Title IV Part B-21 Century Community Learning Ctr

Award: S287C050047 Award Year: 2005

Payee	Budgeted Amount	Current Balance	Percentage Unexpended
^^	186,300.00	114,784.80	61.61

See OMEGA Manual pg 35



To access OMEGA you must have an SSWS User Id & OMEGA user permissions:

- ✓ **Contact your SSWS Coordinator**
 - Coordinator establishes user ids for first time SSWS users
 - Coordinator gives users access to the OMEGA application
- ✓ **Complete OMEGA Form OP1 to establish permissions**
 - http://www.doe.virginia.gov/VDOE/omega/Form_OP1.xls
 - Review the Instructions
 - Complete this form for each new or changed user
 - Send the Original signed form to the address provided



Potential OMEGA Issues:

- ✓ Approval Queue Setups
- ✓ SSWS School Level users need userids at "Division" level



Permission to Originate (Create, Edit, Submit & Cancel):

✓ Reimbursements *

✓ Budget Changes *

* User must have established permission for task



Permission to Approve (or Deny):

- ✓ Reimbursements *
- ✓ Budget Changes *

* User must have established permission for task



School Division Name*: _____

School Division Code*: _____

User Name*: _____

User Email*: _____

User Phone*: _____

User SSWS Login*: _____

Requested User Action☐ New SSWS/Omega User☐ Change Current Permission(s)☐ Remove Selected Permission(s)*I hereby request that you update OMEGA permissions for this user as indicated below:*

	NCLB - Title IV Part B - 21st Century Community Learning Centers - 84.287	Title I - Work- force Invest- ment Act -CTE Federal Perkins - 84.048	ESEA - Title I Part B - Even Start - 84.213	ESEA - Title I Part B - Reading First - 84.357
Grant Level Permissions				
View	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Edit Grant approval levels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Receive Notifications	n/a	n/a	n/a	n/a
Application Request				
Create/Cancel	n/a	n/a	n/a	n/a
Approve/Deng Level 1	n/a	n/a	n/a	n/a
Approve/Deng Level 2	n/a	n/a	n/a	n/a
Approve/Deng Level 3	n/a	n/a	n/a	n/a
Approve/Deng Sup./Auth. Desig.*	n/a	n/a	n/a	n/a
Reimbursement Request				
Create/Cancel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Approve/Deng Level 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Approve/Deng Level 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Approve/Deng Level 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Budget Transfer				
Create/Cancel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Approve/Deng Level 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Approve/Deng Level 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Approve/Deng Level 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Division Superintendent or Authorized Designee Signature*

Date

Typed Name of Division Superintendent or Authorized Designee*

PAGE 2

Form OP 1, Rev. 11/09/06



Where is OMEGA?

- ➡ OMEGA is Accessed through DOE's Single Sign-On for Web Application Systems (SSWS)
- ➡ <https://p1pe.doe.virginia.gov/ssws/com/vdoe/dataAdmin/jsp/LoginContainer.jsp>



Address <http://www.doe.virginia.gov/VDOE/omega/>



Home

Online Management of Education Grant Awards (OMEGA)

The Virginia Department of Education (VDOE) has developed an automated grant application and reimbursement system. The goal of the system is to assist most, if not all, of the personnel who are currently associated with grant applications and reimbursement requests. As explained in the [User's Guide](#), the Online Management of Education Grant Awards (OMEGA) system enables grant recipients to:

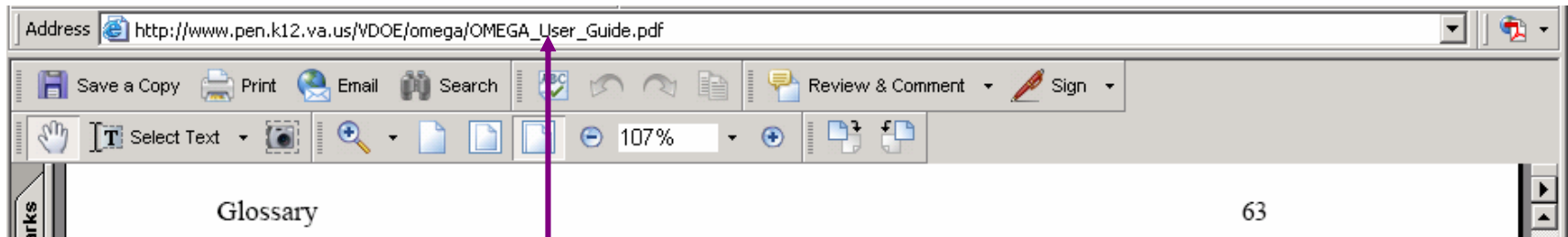
- Review award balances for all open awards;
- Prepare and submit grant applications electronically;
- Use a consistent system for preparing, approving, and submitting grant reimbursement and object code transfer requests;
- Enter and update grant applications and, and
- Receive bulletin board type communications.

Grant recipients access OMEGA via Single Sign-On for Web Systems ([SSWS](#)), DOE's secure Web portal through which users access all DOE Web applications. After the grant recipient's SSWS Manager establishes an individual user's logon name, password, and email address in SSWS; the grant recipient submits a user permission form indicating the specific OMEGA responsibilities and access to be granted. To add or change user access, [OMEGA User Permission Form OP1](#) must be mailed to the following address:

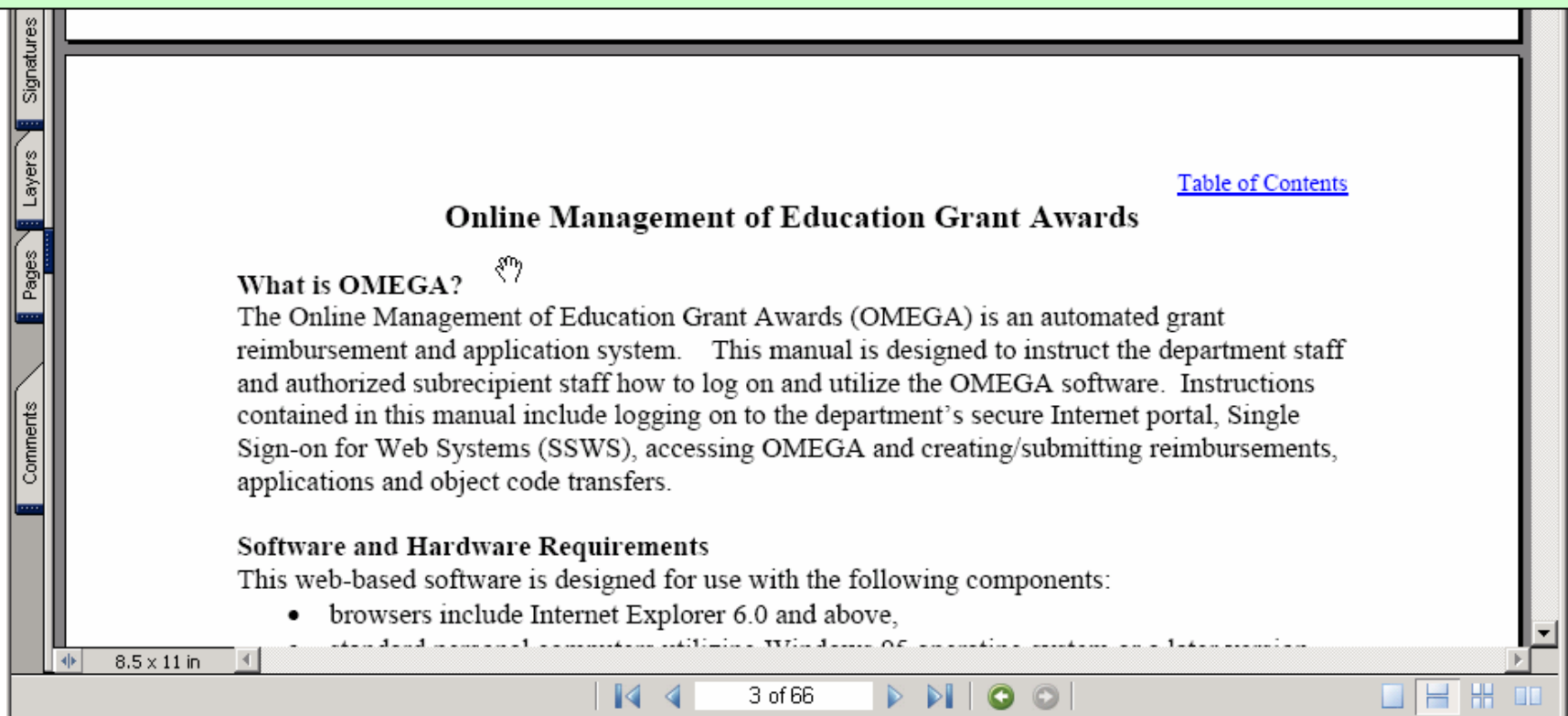
The OMEGA Information Site

<http://www.doe.virginia.gov/VDOE/omega/>

User's Manual is located at:



http://www.doe.virginia.gov/VDOE/omega/OMEGA_User_Guide.pdf





Need Help? Contact OMEGA Support

SSWS

VIRGINIA DEPARTMENT OF EDUCATION



Online Management of Education Grant Awards (OMEGA) [3.21](#)

- ▶ OMEGA SUPPORT
- HELP
- PRINT
- LOGOUT

Or Call 804-371-0993